

BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: January 15, 2003

Division: Management Services

Bulk Item: Yes ☐ No ☒

Department: Administrative Services

AGENDA ITEM WORDING: Approval of changes to the Monroe County Policies & Procedures Manual as recommended by the Monroe County Personnel Policies & Procedure Review Board.

ITEM BACKGROUND: Monroe County Code Section 2-215 established a seven-member Monroe County Personnel Policies & Procedures Review Board. The members are 3 members elected by the Employee Relations Committee, 1 supervisor, 1 middle management employee, Director of Human Resources, and 1 Division Director. They are tasked with reviewing all proposed changes to the Personnel Policies & Procedures prior to presentation to the Board of County Commissioners.

PREVIOUS RELEVANT BOCC ACTION: Last Revision to Monroe County Personnel Policies & Procedures was August 11, 1999.

CONTRACT/AGREEMENT CHANGES: See attached letter.

STAFF RECOMMENDATIONS: Approval recommended by Monroe County Personnel Policies & Procedure Board.

TOTAL COST: See attached _____

BUDGETED: Yes ☐ No ☐

COST TO COUNTY: See Attached _____
approx. 70% ad Valorem ☐

SOURCE OF FUNDS: Various –

REVENUE PRODUCING: Yes ☐ No ☒ **AMOUNT PER MONTH** _____ **Year** _____

APPROVED BY: County Atty SW OMB/Purchasing _____ Risk Management _____

DIVISION DIRECTOR APPROVAL: _____

Sheila A. Barker

DOCUMENTATION: Included ☒ To Follow _____ Not Required _____

DISPOSITION: _____

AGENDA ITEM # 174

Recap of **Significant** Changes to Personnel Policies & Procedures Manual.

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Note: All changes of a housekeeping nature (spelling, grammar, consistency, capitalization, rearrangement of items for clarification, updating current source numbers of Ordinances and regulations) are not highlighted.

1.03 – Outside Employment – Changed to clarify what constitutes a conflict with County employment.

2.11(E) – Tuition Reimbursement – Updated to include distance learning and on-line fees for computer acquired courses. Also updated to recognize grading of pass-fail on many of these courses.

5.01 Work days and work weeks – Clarification of Alternative Work Schedules and Flextime Program for greater utilization of manpower and equipment; plus give flexibility to employees while not diminishing the quantity and quality of service provided to the Citizens of Monroe County.

5.02. Overtime Work for Non-Exempt, non-emergency response employees – clarified the use of compensatory time based on changes to FLSA requirements.

6.04 Holidays falling on Weekend – Changed date observed as holiday for facilities that are normally open on Saturday and Sunday.

7.01 Annual Leave – Recognition of the 37-½ hour workweek and addressing the proper accrual for hours worked.

7.01(C.1) –Use-or-lose annual leave policy. Employees will be paid for those hours in excess of maximum carryover. This is an incentive to employees who find it difficult to be absent from work and beneficial to the County by increasing productivity of those people who would rather be at work than forced to use vacation rather than lose the time. Forced use-or-lose policy increases use of overtime in many positions. **(\$11,000 lost by employees on September 30, 2002).**

7.07 Payment of Unused Sick Leave – As an incentive to long-term employees – allowing those employees with a minimum of 480 accrued sick leave the option of receiving payment for ½ of their yearly sick leave accrual. (480 hours is the amount of time employees are entitled to under Family Medical & Leave Act). Employees eligible for this option are also eligible to receive partial payment for sick leave upon termination at their current salary. This is a reduction of long-term liability for these payments. **–Estimate approximately \$65,000 annually. Reduction of long-term liability. Remainder of sick leave is paid at termination per existing policy.**

8.01(A) – Clarification of payment for jury duty.

8.01(E) – Clarification of usage of leave time governed by USERRA (Uniformed Service Employment & Re-employment Rights Act of 1994).

8.01(K) – Mentoring Program – added information recognizing board approved program covered in Resolution 100-2000 granting up to one hour per week administrative leave for school mentoring and tutoring programs.

Submitted by Monroe County Personnel Policies & Review Board

Dave Owens, Chairman
Sheila Barker, Secretary
Jennifer Hill
Pam Pumar (Alternate)
Stacey Roberts
Pat Reeder
Mary Tucker
Reggie Paros

Monroe County Personnel Policies & Procedures Manual



January 15, 2003

PREAMBLE

ADMINISTRATION CODE OF ETHICS

An employee in the public service must always demonstrate the highest standards of personal integrity, truthfulness, honesty and fortitude in all public activities in order to inspire public confidence and trust in public institutions.

Perceptions of others are critical to the reputation of an individual or a public agency. Nothing is more important to public administrators than the public's opinion about their honesty, truthfulness and personal integrity. It overshadows competence as the premier value sought by citizens in their public officials and employees.

Any individual or collective compromise with respect to these character traits can damage the ability of an agency to perform its tasks or accomplish its mission. The reputation of the administrator may be tarnished. Effectiveness may be impaired. A career or careers may be destroyed.

The best insurance against loss of public confidence is adherence to the highest standards of integrity, honesty, truthfulness and fortitude.

Public administrators are obliged to develop civic virtues because of the public responsibilities they have sought and obtained. Respect for the truth, for fairly dealing with others, for sensitivity to rights and responsibilities of citizens, and for the public good must be generated and carefully nurtured and matured.

If one is responsible for the performance of others, the reasons for the importance of integrity must be shared with them. They must be held to high ethical standards and taught the moral as well as the financial responsibility for the public funds under their care.

If one is responsible only for his or her performance, then he or she must not compromise honesty and integrity for advancement, honors, or personal gain.

We must strive to be discreet, respectful of proper authority and our appointed or elected superiors, and sensitive to the expectations and the values of the public we serve. We must practice the Golden Rule: doing to and for others what we would have done to and for us in similar circumstances.

One should be modest about his or her talents, letting the work speak for itself and be generous in their praises of the good work of our peers and associates. We must be ever mindful to guard the Public Purse as if it were our own.

No matter whether an official or an employee, by our own example, we should give testimony to our regard for the rights of others, acknowledging their legitimate responsibilities and not trespassing upon them. We must concede gracefully, quickly and

publicly when we have erred and be fair and sensitive to those who have not fared well in their dealings with our agencies and their applications of the law, regulations, or administrative procedures.

The only gains one should seek from public employment are salaries, fringe benefits, respect and recognition for work. One's personal gains may also include the infinite pleasure of doing a good job, helping the public, and achieving career goals.

No elected or appointed public servant should borrow or accept gifts from the staff or any corporation which buys services from, or sells to, or is regulated by his or her governmental agency. If one's work brings him or her in frequent contact with firms supplying the government, he or she must be sure to pay his or her own expenses.

Public property, funds and power should never be directed toward personal or political gain. We must make it clear by our own actions that we will not tolerate any use of public funds to benefit one's self, family or friends.

And finally, we must serve the public with respect, concern, courtesy and responsiveness, recognizing that service to the public is beyond service to oneself.

END

Mission Statement of **Monroe County Government**

The well being and prosperity of our citizens requires government's commitment to quality service that enhances and promotes public safety.

As such, we have agreed upon the following as our Mission Statement:

- To deliver quality public services in an efficient, professional, and timely manner.
- To protect and preserve the county's physical, environmental, and aesthetic assets.
- To provide for efficient management and equitable allocation of all fiscal resources.
- To function as a catalyst for the involvement of residents, businesses, and organizations in the development and maintenance of a well-integrated community.
- To identify and anticipate citizens' concerns, problems and opportunities and take actions to address and resolve them.
- To develop and maintain infrastructure and utilities that enhance transportation, commerce, communication, recreation, and the physical well-being of the people.
- To support the growth and development of individuals, families, and groups.
- To contribute to the economic development and prosperity of our citizens and promote a well-planned, attractive, and vital community.

- To select, train, motivate, and retain highly qualified dedicated men and women as County employees.

The above Monroe County Mission Statement reflects the underlying principle of County government.

It exemplifies the contribution that the organization makes to society in terms of public service, programs, and activities and is based on values, tradition, and legal mandates.

Organizational Values Of Monroe County Government Employees

The quality of life and environment in Monroe County, Florida depends upon a partnership among citizens, elected officials and county employees.

Each one of us is the county.
Each one of us is striving for success.
We are what makes a difference between a good organization and an outstanding one.

As such, we have agreed upon the following as our organizational values:

We value open, accessible government. A government cannot be dishonest if its actions are taken openly, and honest government is our first responsibility. Openness encourages competence because it subjects our actions to public scrutiny.

We value fiscal responsibility. Careful management of our financial resources demonstrates our respect for the citizens whose taxes support our organization. Fiscal responsibility recognizes that most problems cannot be solved by money alone, and therefore demands fresh approaches and creativity in addressing issues.

We value a spirit of professionalism. We believe that successful completion of the task is more important than who gets the credit. A professional attitude dictates a dispassionate analysis of issues, free of personal biases and with a commitment to the organization and the county.

We value a humane organization. We believe that our work should be a source of enjoyment and satisfaction. We place great emphasis upon personal qualities that contribute to that environment; informality, humility, energy, independence of thought, a ready sense of humor and a caring attitude.

We value organization self-sufficiency. To insure the continuity of County services and programs, and to foster innovation in the development of those services and programs, we encourage the use of local resources to meet local needs.

We are proud of the Florida Keys, Monroe County,
And the citizens we serve.

INTRODUCTION

INTENT

It shall be the intent of the Board of County Commissioners and other grants, agencies or elected officials who so request to adopt these policies and procedures that:

- A. The employees of Monroe County be productive persons who perform useful County functions.
- B. There shall be no employees on the County payroll for whom there is no employment need.
- C. All officials and employees shall comply with and assist in carrying out the personnel program.
- D. All appointments to the County Service are to be made in accordance with the rules, regulations and procedures established and adopted by the Board of County Commissioners.
- E. These Policies and Procedures generally cover the information concerning the policies, regulations and benefits for the employees of Monroe County. These Policies and Procedures and the representations made in them do not constitute any form of employment contract or guarantee. If an employee seeks information which is not covered in these Policies and Procedures, or if an employee wishes clarification of any policy or procedure, he or she should check with his or her Supervisor and/or Department Head.

The County, of course, may change its Policies and Procedures with regard to matters covered herein and such changes may not be reflected in these Policies and Procedures at the time the employee reads them. Existing policy as determined from time to time by the County Administrator or the Board of County Commissioners shall supersede any written information previously distributed to employees.

- F. In accordance with Ordinance #038-1988, the Board of County Commissioners established a Personnel Policies and Procedures Review Board whereby any employee may submit proposed changes to the Monroe County Personnel Policies and Procedures to the Personnel Section at any time. Proposed changes will be discussed by the Review Board and recommendations will be made to the County Administrator who will review said recommendations for his approval. If there are any recommendations that do not meet with the approval of the Administrator, those changes will again be reconsidered by the Review Board. If approved, said changes will be presented to the Board of Commissioners for a final decision. If there are one or more proposed changes on which

the Review Board and the Administrator cannot agree, the final decision will be made by the Board of Commissioners. These changes will be adopted by resolution. Forms for proposed changes may be obtained in the Personnel office

SCOPE

For the purpose of expediency, these policies may refer to either the male or female gender, or both with no intent to discriminate. All policies apply to both genders.

The personnel policies, regulations and procedures as adopted shall apply to all personnel in the County Service falling under the jurisdiction of the Board of County Commissioners and any other agency, grant, board or department which so requests.

Any action which these procedures authorize to be taken at a particular level of authorization may be initiated or taken by anyone in a position of higher authority, within the chain of command.

THE COUNTY SERVICE

The County Service shall consist of all existing positions and any positions hereinafter created in the County with the following exemptions:

- A. The Board of County Commissioners and any positions which are exempt under Chapter 69-1321, Section 3, Laws of Florida.
- B. Other elected officials.
- C. Members of Boards, Committees and Commissions, unless they are also County employees.
- D. Persons employed in a professional capacity on a contractual, fee or retainer basis or hired to perform specific services, as defined herein, including but not limited to investigations or inquiries on behalf of the County Commissioners, or a committee thereof, or other elected officials.
- E. Volunteers.

PERSONNEL SECTION

It is the responsibility of the County Administrator to render service to the County government in the fields of personnel management and employee relations, and to ensure uniform, fair and efficient personnel administration. In this regard, the County Administrator shall establish and oversee the administration of a Human Resources Department, through the Division of Management Services. In addition to the duties imposed by personnel policies and regulations, it is the responsibility of the County Administrator, through the Personnel Section, to:

- A. Apply and carry out personnel policies and regulations as adopted by the Board of County Commissioners.
- B. Foster and develop programs for the improvement of employee effectiveness and morale.
- C. Conduct evaluations and studies to determine the effectiveness of the personnel program, and periodically submit a report of findings and recommendations to the Board of County Commissioners.
- D. Ensure that all personnel have been employed in accordance with the provisions of personnel policies and procedures.
- E. Maintain a classification plan for all employees in the County Service.
- F. Maintain a pay plan for all employees in the County Service.
- G. Develop and administer tests and examinations as deemed necessary to determine the fitness and abilities of applicants for jobs in the County Service, and promotional opportunities.
- H. Prepare, or have prepared, and submit to the Board of County Commissioners, corrected, revised, or additional personnel policies and procedures for their approval.
- I. Perform any other lawful acts considered necessary to carry out the purpose and provisions of the personnel policies and procedures.
- J. Perform interviewing, background investigations and otherwise pre-qualifying candidates for County employment.
- K. Prepare any County Affirmative Action Plan.
- L. Recruit qualified applicants to fill departmental vacancies.
- M. Perform induction of all newly-hired personnel including completion of required personnel and payroll forms, arranging physical examinations and providing employee orientation.
- N. Provide staff support to the Board of County Commissioners in regard to personnel matters.
- O. Administer B.O.C.C. adopted drug and alcohol programs.

RECORDS OF PERSONNEL SECTION

The efficient administration of the County's Personnel Section depends on accurate information about the County and each of its employees. In order to keep personnel

records up to date, employees must notify their Supervisor and the Personnel Section immediately of any change of name, address, telephone number, whom to contact in case of emergency, insurance beneficiaries, dependents eligible for family coverage of insurance, information for income tax withholding, driving status and other similar information.

The County respects the privacy of its employees' rights and, in this regard, will keep all information in its personnel files confidential -- to the extent permitted under Florida law.

All requests from sources outside the County for personnel information concerning applicants for employment, current employees, and former employees shall be directed to the Human Resources Department. The Human Resources Department will release information to outsiders in accordance with Florida Statute 119.

RISK MANAGEMENT - SAFETY/LOSS CONTROL SECTION

A. RISK MANAGEMENT

It is the responsibility of the County Administrator to protect the County from financial loss due to public liability exposures and/or property damage. This may be accomplished by either the utilization of fully insured or self-insured programs or policy contracts, as approved by the Board of County Commissioners. The Human Resources Department, Risk Management Section will maintain all insurance policies, property schedules, etc., and will properly distribute all insurance premiums to the budgetary units.

The County Administrator will institute recognized risk management techniques, with the cooperation of all Division and Department Heads, the County Attorney's office, and Constitutional Officers (where applicable), to further identify potential exposures, recommending to the County Commission the best course of action to properly protect the interests of Monroe County.

INSURANCE

A. EMPLOYEE BENEFITS SECTION (Group Insurance and Workers Compensation)

The County Administrator will oversee all employee benefit programs, including, but not limited to Life Insurance and Health Insurance for Board employees, as well as Constitutional Officer employees (if participated in by those entities). All enrollment records, claim files and the proper distribution of expenses will be assigned to the Human Resources Department, Employee Benefits Section, with final approval of program types and levels of benefits remaining with the Board of County Commissioners.

B. SELF-FUNDED PROGRAMS

Where the Board of County Commissioners has determined that the use of a self-funded program is in its best interest, it will be the County Administrator's responsibility to oversee the Administration of said programs.

C. MONROE COUNTY ACCIDENT REVIEW BOARD

In accordance with the Florida Administrative Code, Monroe County Safety Policies and Procedures, and County Administrator Instructions, the Monroe County Safety/Accident Board functions to prevent accidents through review of accident/incidents reported to the Human Resource Department, and recommends safety-related policies and procedures to the County Safety Office. This Board also serves as the Safety Advisory Committee, and functions under the guidelines as set down in the Administrative Instructions for the function and by-laws of the committee

D. ADMINISTRATIVE INSTRUCTION SYSTEM

The County Administrator will establish a standardized administrative instruction system for initiating, preparing, controlling, monitoring and promulgating all Monroe County Administrative Policies and Procedures by way of rules and guidelines, which clarify those adopted Monroe County Administrative Policies and Procedures. These Administrative Instructions shall only be further detailing, by instructions or rules, of those Policies and Procedures provided in this manual, where, for ministerial purposes, policy clarifications are particularly applicable. Where conflict may occur, the Board of County Commissioners reserves the authority of final determination as to ministerial function. This system will be structured according to Monroe County Administration Instruction 1000, issued February 2, 1989, but may be deleted, changed, revised or altered at any time by the County Administrator. Reference to these Administrative Instructions will be made throughout these policies.

All employees will be responsible for being familiar with and complying with these instructions. Division and Department Heads will be responsible for appropriate dissemination of these instructions.

All references to Administrative Instruction should be construed to mean most current revision. Suffix numbers change with revisions.

GENERAL POLICIES

SECTION 1

1.01 CAREER SERVICE

A. DEFINITION

In accordance with Chapter 69-1321 Laws of Florida, as amended, employees designated in this Act, having at least one (1) year of continuous satisfactory service, shall be considered career service employees, except as set forth in these policies and procedures.

B. APPLICATION FOR CAREER SERVICE

Approximately one month prior to the employee's anniversary date, except as provided for in Section 2.04 herein, the Personnel Section will provide the Department Head with a form which will be used to evaluate the employee in accordance with these policies and procedures. The evaluation form will be returned to the Personnel Section and placed in the employee's personnel record. (See Section 2.04.) If a positive recommendation is made to retain the employee by the appropriate Department/Division Director and approved by the County Administrator, the employee will be eligible for Career Service upon completion of one (1) year of continuous, satisfactory, full-time employment. Temporary employees who transfer to or are hired in a regular County position must serve a 12-month probationary period in the County position before being eligible for Career Service.

C. CONTRACT EMPLOYEE

The County Commission may waive, at its option, the necessity for the probationary service of a contract employee prior to his employment by the County into a regular position under the Career Service rules. In no event, however, may the County waive such probationary requirement unless the affected employee has served at least one (1) year in the capacity for which the probation has been waived.

1.02 POLITICAL ACTIVITY

A. No employee shall use any promise, reward or threat to encourage or coerce any person to support or contribute to any political issue, candidate or party.

B. No employee shall use his official authority as an employee to influence or attempt to influence, coerce or attempt to coerce a political body or to in any way interfere with any nomination or election of any person to any public office.

C. Nothing will prohibit any employee from expressing his opinion on any candidate, on issues, or from participating in any political campaign during his off-duty hours.

D. Nothing herein contained shall affect the right of the employees to hold membership in, and support, a political party, to vote as they choose, to express opinions on all political subjects and candidates, to maintain political neutrality, and to attend political meetings during off-duty hours.

E. Employees shall at all times comply with all provisions of Section 104.31, Florida Statutes, which is generally stated in part in 1.02 (A) & (B) above, any may be amended from time to time.

1.03 OUTSIDE EMPLOYMENT

A. Full-time employees are not restricted from engaging in other employment during their off-duty hours. However, County employment must be considered the primary employment. Employees shall not, directly or indirectly, engage in any outside employment or financial interest which may conflict, in the County's opinion, with the best interests of the County or interfere with the employee's ability to perform the assigned County job. Examples include, but are not limited to, outside employment which:

- 1) Prevents the employee from being available for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee's job;
- 2) Is conducted during the employee's work hours;
- 3) Utilizes County telephones, computers, supplies, or any other resources, facilities, or equipment;
- 4) May reasonably be perceived by members of the public as a conflict of interest or otherwise discredits public service.

B. Employees shall not be instructed or allowed to perform work for private individuals or other governmental agencies as part of his/her County employment except in those instances where such work is part of contract arrangements entered into by the Board of County Commissioners with such private individuals or government agencies, or in those cases where under prior Board of County Commission policy, the employee is to give service in an emergency situation.

1.04 USE OF COUNTY PROPERTY, PROCEDURES OR FACILITIES

Equipment, facilities, vehicles, property, or any resource or procedure of the County shall not be used by any employee, or use of same authorized for anyone by an employee for any reason or purpose beyond that deemed de minimis use by the Internal Revenue Service Code for anything other than County business. The use of same for personal gain or use may be cause for termination. See Administrative Instruction 1004 for additional information concerning use of County vehicles.

1.05 CODE OF ETHICS

A. All employees must be aware of, and comply with, Section 112:311 (6) Florida Statutes which currently provides in part: "It is declared to be the policy of the state that public officers and employees, state and local, are agents of the people and hold their positions for the benefit of the public. They are bound to uphold the Constitution of the United States and the State Constitution and to perform efficiently and faithfully their duties under the laws of the federal, state, and local governments. Such officers and employees are bound to observe, in their official acts, the highest standards of ethics consistent with this code and the advisory opinions rendered with respect hereto regardless of personal considerations, recognizing that promoting the public interest and maintaining the respect of the people in their government must be of foremost concern."

B. Employees may not, either directly or indirectly, use their official position with the County or information obtained in connection with their employment for private gain, for themselves or others.

C. Employees shall not accept any gift, favor or service from any member of the public, including but not limited to Christmas and/or birthday gifts.

D. No employee shall make any false statement, certification or recommendation of any employment under any provision of these policies, or in any manner, commit or attempt to commit any fraud preventing the impartial execution of the provisions of these policies, with regard to employment, promotion or transfer.

E. Conflict of interest rules shall be in accordance with the established laws of the State of Florida.

No County employee shall transact any business in his or her official capacity with any business entity of which that employee is an officer, agent or member, or in which he or she holds a material interest.

If an employee is uncertain as to whether he or she may be in violation of this policy, clarification may be obtained from the Personnel Section.

The County Administrator may at any time, require a statement of disclosure from any employee if he has reason to believe that said employee may be in violation of this policy. The Personnel Section will be responsible for investigating any alleged incident of conflict of interest and when needed, the County's legal counsel will interpret Florida Statute 112.314-112.326. If a violation of this policy is found, appropriate disciplinary action may be initiated.

F. Employees shall not conduct personal business while in County uniform while on duty. Employees shall not consume alcoholic beverages while on duty, nor on off-duty hours while in uniform.

G. Employees shall not consume or be under the influence of alcoholic beverages while on duty or in County uniform, nor shall they use, be under the influence of, consume or possess illegal substances while on duty, in County uniform or on County property at any time. It is the intent of Monroe County to create and maintain a drug-free workplace for Monroe County employees, in accordance with the Drug-Free Workplace Act of 1988. (See Monroe County Administrative Instruction 4703.)

H. Any violation of the provisions of this policy shall be subject to review and appropriate disciplinary action. If the employee has any doubt as to the application of the policy as it relates to his or her position, the possible violations should be discussed with the Department Head or his or her designee, who shall either approve or forbid the activity, or refer the question to the Personnel Section. The County Administrator, Division and Department Heads, their Deputies and other employees holding positions of high public trust and/or authority will be held to higher disciplinary and ethical standards than other employees.

1.06 DISCLOSURE OF INFORMATION

Information of a sensitive or confidential nature which is obtained in the course of official duties shall not be released by any employee other than by those charged with this responsibility as part of their official duties.

1.07 RESTRICTION OF EMPLOYMENT OF RELATIVES

Restrictions on employment of relatives shall be in accordance with Florida Statute 112.3135 (2) (a) as amended, which currently reads, "A public official may not appoint, employ, promote, or advance, or advocate for appointment, employment, promotion, or advancement, in or to a position in the agency in which he is serving or over which he exercises jurisdiction or control, any individual who is a relative of the public official." The definition of relative will be expanded by the County to include Domestic Partner. Nothing set forth herein shall prohibit the employment of more than one (1) member of the same family. The Personnel Section will be responsible to investigate any alleged incident of

nepotism, and when needed, the County's legal advisor will furnish current information to the Personnel Section on Florida Statute 116.111.

Where a State or Local statute regarding nepotism exists which is more restrictive than this policy, the eligible applicant should follow the State and Local statute in lieu of this policy.

Definition: Domestic Partner¹ - "Domestic Partners" are two adults who have chosen to share one another's lives in a committed family relationship of mutual caring. Two individuals are considered to be Domestic Partners if:

- (1) they consider themselves to be members of each other's immediate family;
- (2) they agree to be jointly responsible for each other's basic living expenses;
- (3) neither of them is married or a member of another Domestic Partnership;
- (4) they are not blood related in a way that would prevent them from being married to each other under the laws of Florida;
- (5) each is at least of the legal age and competency required by Florida Law to enter into a marriage or other binding contract;
- (6) they each sign of Declaration of Domestic Partnership as provided in for Section 1403
- (7) they reside at the same residence.

1.08 VOLUNTEERS

Monroe County recognizes the importance of work performed by volunteers.

The Department Head will be responsible for obtaining authorization through the Personnel Section before allowing work to be performed by anyone on a volunteer basis. Volunteers will not, under any circumstances, be considered County employees, but will be responsible for following proper procedures and schedules as outlined by the Department Head.

(See Section 8.01 J regarding voluntary Emergency Response Time for County employees.)

1.09 VETERANS PREFERENCE IN INITIAL EMPLOYMENT

If no qualified applicant is selected in-house after a seven (7) calendar day posting period, available positions will then be offered to the general public, unless in-house and general public notice are authorized by the Director of Human Resources concurrently. Eligible veterans and spouses of veterans will receive preference in initial employment with the exception of those positions which are exempt pursuant to Florida's Preference Law (Chapter 295 Florida Statutes (1987)).

¹ Resolution 081-1998